

# CUNYBuy - E- Procurement Solution

March 30, 2022

The College Community,

CUNY is implementing a new procure-to-pay solution called CUNYBuy. CUNYBuy is a single platform that simplifies, streamlines and removes the guesswork in your procurement experience. CUNYBuy will be rolled out in phases as follows:

## Phase 1 - Procurement Office Only – **No End-User Activity – April 4, 2022**

- **Online Supplier Portal**

Supplier Portal Features:

- A vendor self-service portal that allows vendors to complete an online registration and maintain their respective information
- An online vendor onboarding request process with transparent workflow for vendor status
- A simplified searchable vendor directory to easily search and find your desired vendor

### **Contract Authoring Portal/Management Features:**

- Ability to perform Contract authoring (create, edit, route for approval) and status tracking of in process and executed contracts
- College/Division specific online searchable contract repository including support documentation
- Automatic milestone and expiration email notifications

## Phase 2 & 3 – Market Place and Online Shopping – End-User Activity – July 1, 2022

- **Training to begin as early as June 2022** - Hosted by Jaggaer – the system solution provider
- Improved online shopping (similar to Grainger/Edge Punchout, Proftech (Staples))
- Access to approved contracts
- Electronic vendor invoice submission

We are all very excited that the university wide solution will stream-line the procurement process and will be bringing in an Amazon type , e-procurement experience that will benefit and expedite the CUNY purchasing and payment process.

More to come.

Thank you.

Ed Rios  
Vice President For Finance and Administration